

DEPARTMENT OF HEALTH SERVICES
COUNTY OF LOS ANGELES

SUBJECT: **ELECTRONIC SUBMISSION OF
PREHOSPITAL DATA**

(EMT, PARAMEDIC, MICN)
REFERENCE NO. 607

PURPOSE: To establish procedures for the submission of electronic data by prehospital care providers.

AUTHORITY: California Code of Regulations, Title 22, Chapter 4, Sections 100169, 100170
Health Insurance Portability and Accountability Act (HIPAA), 2009
Health and Safety Code, Section 130202
Health Information Technology for Economic and Clinical Health Act (HITECH)

DEFINITIONS:

Electronic Data: Patient care records submitted in electronic format (as per LA-EMS Data Dictionary) or field electronic data capture (ePCR).

PRINCIPLES:

1. All submission of electronic personal health information (PHI) shall be in compliance with HIPAA regulations.
2. Electronic patient care records require redundant back up and emergency down time procedures.
3. The provider agency will ensure that the electronic data is compliant with the EMS Agency's data system requirements.
4. All provider agencies shall submit data electronically, which meets the LA-EMS data requirements, to the EMS Agency by 2016.

POLICY:

I. Provider Agency Responsibilities

A. Prior to Implementation of an Electronic Data System

1. Electronic Data Submission Plan

Submit a plan, approved by the department's Fire Chief, to the EMS Agency for approval which includes:

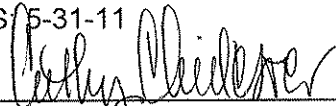
- a. Ability to transmit data to the EMS Agency which meets the LA-EMS Data Dictionary requirements.
- b. A mechanism to provide immediate transfer of patient information to additional providers, including the transporting agency (if necessary).

EFFECTIVE: 12-1-09

REVISED: 12-01-13

SUPERSEDES: 5-31-11

APPROVED:


Director, EMS Agency


Medical Director, EMS Agency

- c. System to ensure only one patient care record per patient is created, per provider agency, regardless of the number of units an individual provider responds with.
 - d. A successful mechanism for receiving facilities to have the electronic record available upon the patient's transfer of care and any patient care related revisions made after leaving receiving facility.
 - e. Back-up system available in case of system failure.
 - f. Staff member assigned to act as a liaison between the vendor and EMS Agency to identify and correct data issues.
2. Notify the EMS Agency Data System Manager once a vendor has been selected and provide an estimated field implementation date
 3. Notify all hospitals that provider transports to, of intent to convert to an ePCR system and the tentative start date.

B. Implementation

1. Ensure the selected vendor contacts the EMS Agency Data System Manager to discuss the data format, transmission procedures and obtain sequence number format.
2. Maintain a staff member to act as liaison between the vendor and the EMS Agency to identify and correct data issues.
3. **If controlled drugs are obtained through a County pharmacy, prior approval by the EMS Agency and County Pharmacy, as to the mechanism for procurement, must be in place.**
4. Submit validated test files, meeting the LA-EMS Data Dictionary and Extensible Markup Language (XML) Schema Definition (XSD) standard that accurately reflect the documentation in the electronic record upon import.

C. Ongoing

1. Transmit validated data to the EMS Agency for import into the TEMIS database within 30 days of the last day of the preceding month. Files with validation errors will be rejected and must be corrected and re-transmitted prior to import.
2. Address and correct data related issues as they arise.
3. Implement annual data field and export program changes within three months of publication

II. EMS Agency Responsibilities

- A. Review and approve the electronic data submission plan.

- B. Liaison with the provider agency and receiving hospital(s) to establish a mutually agreed upon method by which the receiving hospital(s) will obtain the ePCR.
- C. Meet with the provider agency and vendor to review electronic data submission plan and provide the Sequence Number formatting, LA-EMS Data Dictionary, LA-EMS XSD, LA-EMS XSD validator and LA-EMS sample XML.
- D. Review validated test files for completeness and accuracy and provides a report to the provider agency and vendor with noted deficiencies.
- E. Ongoing
 - 1. Monitor incoming data and notify the provider as issues arise and follow up with provider as needed to ensure data issues are addressed and resolved.
 - 2. Present data field changes annually to the Paramedic Agency Advisory Committee.

CROSS REFERENCES:

Prehospital Care Manual:

Ref. No. 604, **Confidentiality of Patient Information**

Ref. No. 606, **Documentation of Prehospital Care**

Ref. No. 608, **Disposition of Copies of the EMS Report Form**

Ref. No. 702, **Controlled Drugs Carried on ALS Units**

LA-EMS Data Dictionary

LA-EMS Extensible Markup Language (XML) Schema Definition (XSD)

LA-EMS XSD Validator

LA-EMS Sample XML